



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Non-Exempt
Transitional Housing and Positively Safe Coordinator**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state and territorial domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms. NNEDV currently has 45 employees.

Working with the Transitional Housing and Positively Safe teams, the Coordinator will manage event planning and logistical and administrative duties that support NNEDV's programmatic initiatives. The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about domestic violence issues.

RESPONSIBILITIES:

- Planning and managing logistics for in-person and virtual training events and meetings.
- Tracking grant expenses, including analysis of training/meeting expenses and preparation of Department of Justice conference request and report forms.
- Assisting NNEDV staff in creating and completing technical assistance projects, including webinars, e-learning modules, and resource development.
- Scheduling internal and external meetings for the teams.
- Handling administrative tasks, including hotel contracts, consultant contracts, invoices and other internal documentation, and meeting notes.
- Tracking technical assistance requests and responses through email and maintaining the project listserv.
- Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff about trainings and technical assistance focused on the intersection of domestic/sexual violence and housing.

QUALIFICATIONS:

To be successful in this job, you will need a minimum of two years of experience, or a combination of two years of experience and education, plus excel in the following areas:

Motivation to achieve results: You have a track record of accomplishing ambitious goals and getting results even when there are obstacles. You set a high bar and meet it, because you anticipate hurdles and come up with appropriate solutions. You plan backwards and involve team members and external partners when necessary. You have experience managing multiple projects and keeping tasks from slipping through the cracks.

Attention to detail: You pay meticulous attention to detail when working on a project—everything from editing for grammatical mistakes to making sure project deadlines are met.

Creative problem-solving: You are curious about internal team activities and regularly work to streamline processes in order to benefit service delivery to our audiences.

Commitment to racial equity and social justice: You recognize the role of race, income, age, immigration status, and other identities in shaping survivors' lives, and you consistently amplify community voices to advocate for more equitable policy solutions. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback, with an eye toward continuous learning about race, ability, and other lines of difference.

Knowledge of federal grant requirements, video editing/other multimedia skills, and knowledge of the domestic violence/sexual violence field are a plus.

LOCATION:

This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work from home status; however, a DC-based employee will ultimately work out of our offices.

NNEDV will also consider non-DC-based, remote applicants for this position. *Please indicate in your cover letter if you are applying as a non-DC-based remote-only applicant.*

TO APPLY:

- The application for this position will consist of two documents: 1) a resume; and 2) a one-page response to the following question: Describe a situation where you showed initiative and the result of that initiative.
- The documents should be combined into a single email attachment in PDF form and emailed to: Coordinator@NNEDV.org.
- Applications that do not contain both of the required items may not be considered.

- No U.S. mail or faxes please.
- Applications received by **July 17, 2023** will be given priority; however, the position will remain open until filled.

We're committed to diversity, equity, and inclusion and racial equity and strongly encourage Black candidates and candidates of color to apply. We want to hear from you, even if you may not meet every single qualification.

SALARY AND BENEFITS:

- This is a full-time, non-exempt position.
- Salary for the Transitional Housing and Positively Safe Coordinator is budgeted at \$55,650 for DC and may be adjusted for experience and for remote-based staff based on locality.
- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last full week of each year, 15 days of accrued annual leave, and 10 days of accrued sick leave.
- NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.